

**Executive Office of Public Safety and Security  
Office of Grants and Research  
Highway Safety Division  
10 Park Plaza, Suite 3720  
Boston, MA 02116**

**Availability of Grant Funds  
FFY 2012 District Attorneys Underage Drinking Prevention Conferences Grant Program**

**Application Deadline: 4:00 PM, Monday, February 13, 2012**

The Executive Office of Public Safety and Security, Highway Safety Division (EOPSS/HSD) is pleased to announce the availability of up to \$20,000 in federal grant funding for two to three Massachusetts District Attorneys' offices to host underage drinking prevention conferences. Grants will be limited to a maximum of \$10,000 per award. The project period will be approximately March 15, 2012 through September 30, 2012.

To be eligible for FFY 2012 grant funding, applicants must submit a Grant Application and required forms. The Narrative and required forms are posted on [www.mass.gov/highwaysafety](http://www.mass.gov/highwaysafety) under "FFY 2012 District Attorneys Underage Drinking Prevention Conferences Grant Program."

Questions about the application and technical assistance should be directed to Dan DeMille at [Daniel.DeMille@state.ma.us](mailto:Daniel.DeMille@state.ma.us) or 617.725.3341.

Grant award announcements are anticipated on or about March 1, 2012.

**KEY DATES**

Release of AGF	January 13, 2012
Submission of Proposals Deadline	February 13, 2012
Award Announcements on or about	March 1, 2012
Estimated Contract Start Date on or about	March 15, 2012

**BACKGROUND**

Within the Commonwealth of Massachusetts, EOPSS/HSD is the entity responsible for planning, implementing, and evaluating highway safety projects with federal funds. The mission of EOPSS/HSD is to facilitate the development and implementation of policies, programs, and partnerships to help reduce fatalities, injuries, and economic losses from motor vehicle crashes on Massachusetts roadways. One of the ways that EOPSS/HSD works to reduce these losses is through programs aimed at reducing impaired driving and underage drinking.

The documented medical and scientific studies are clear about the negative consequences that alcohol consumption has on underage individuals. Regardless, many communities still face substantial difficulties in preventing underage drinking and forming a unified response. For example, youth receive mixed and/or inconsistent messages on this topic and this can cloud their decision making skills. Recognizing that all adults that play a part in youth's lives can influence their decision making, it is imperative that these individuals work together to prevent underage drinking and to form a consistent unified front.

Motor vehicle crashes are the leading cause of death among young drivers between ages 15 and 20. Young drivers lack driving experience and have difficulty scanning their environments to detect imminent hazards. Coupling alcohol with these limitations exacerbates these driving weaknesses; additionally, after drinking young drivers tend to engage in other risky driving behaviors such as speeding, running red lights, making illegal turns, and not wearing seat belts.

Although much progress has been made in the last two decades, alcohol-related crashes are all too common among young people. According to the National Highway Traffic Safety Administration (NHTSA), in 2009, nationwide, 33% of 15- to 20-year-olds who were killed in crashes had a blood alcohol content of .01 or higher. Compounding the problem, drivers are also less likely to use restraints when they have been drinking. In 2009, 60% of the young drivers of passenger vehicles involved in fatal crashes who had been drinking were unrestrained. Of the young drivers who had been drinking and were killed in crashes, 70% were unrestrained.

Any loss or injury on our roadways is one too many. EOPSS/HSD recognizes that traffic crashes are preventable. Massachusetts is committed to reducing the number of motor vehicle-related fatalities, injuries, and economic losses resulting from these crashes.

Table 1 presents alcohol-related violations in Massachusetts between 2007 and 2010. There was a decrease in both Underage Drinking Violations and Over 21 Impaired Driving Violations between 2009 and 2010.

**Table 1. Massachusetts Alcohol-Related Violations**

	2007	2008	2009	2010
Impaired Driving Violations <sup>a</sup>	14,955	22,285	21,082	19,584
Underage Drinking Violations <sup>b</sup>	2,286	2,282	1,867	1,564
<b>Total Violations</b>	<b>16,795</b>	<b>24,567</b>	<b>22,949</b>	<b>21,148</b>

Source: Merit Rating Board, May 2011

Note: 2010 data is preliminary

- <sup>a</sup> Comprising Operating with a suspended License/OUI (90 23 J), DWI Liquor (90 24 DI), DWI Alcohol Program (90 24 D), Motor Vehicle Homicide/OUI Liquor (90 24 GF), Drink Open Container (90 24 I), DWI Serious Injury (90 24 L), Operating without an Ignition Lock (90 24 S), OUI with Child Endanger (90 24 VA)
- <sup>b</sup> Comprising Minor Purchase/Attempt Liquor (138 34 A), Minor Attempt Procure Liquor (138 34 A AP) , Minor Procure Liquor (138 34A PR), Liquor Purchase ID Card (138 34 B), Liquor Transported by Minor (138 34 C and 138 C LQ), Liquor Possession by Minor (138 34 C NS)

## PROGRAM GOALS

- Award grants to two to three District Attorneys' offices. This number is dependent on the number of qualified applicants, available federal funding, and proposed budgets.
- To reduce the rolling five-year average (2006 to 2010) of young drivers (age 20 or younger) involved in fatal crashes from 59 by five percent to no more than 56 (2007-2011)
- Enhance and evaluate the impact of efforts to reduce impaired driving by younger drivers and underage drinking.

## **SCOPE OF SERVICE**

- Host at least one one-day conference that brings together a variety of stakeholders in youths' lives to prevent underage drinking.
  - Examples include, but are not limited to: parents, youth service providers, state and local law enforcement, court personnel, school personnel, coaches/athletic providers, healthcare providers, media outlets, business leaders, and government leaders.
- Create a plan that increases community readiness to deal with underage drinking law enforcement and that changes norms regarding underage drinking.
- Work to create an atmosphere that respects the laws and promotes community and healthy social norms.
- Provide a forum for stakeholders to discuss perceptions of their community environment regarding social pressures, responsible decisions concerning alcohol use, and how laws are enforced.
- Host a variety of workshops/presentations that incorporate some or all of the following topics:
  - The link between alcohol use and highway safety and other safety issues
  - Enforcement issues such as social host enforcement and underage drinking laws
  - School or other organizational policy
  - Responsible decisions regarding alcohol use
  - Other topics relevant to underage drinking
    - Please see <http://www.nhtsa.com/> and <http://ojjdp.ncjrs.org/> for guidance on recommended best practices
- Implement an evaluation of overall conference success and progress of community change, ideally by comparing pre-conference data with post-conference data.
- Issue final report. EOPSS/HSD will provide technical assistance with this task.

## **Regional Approach**

- Multiple District Attorneys offices may team up for a “regional approach.”
- One office must act as the lead applicant/fiduciary agent
  - All funds will be distributed to the lead applicant only
  - Lead applicant will be responsible for completion of all reports and reimbursement forms
  - Lead applicant will be responsible for disbursement of funds to partnering offices within 30 days of receipt of payment from EOPSS/HSD
- Participating offices must submit Letters of Commitment/Memoranda of Understanding signed by officials authorized to enter into an interdepartmental service agreement with the Commonwealth and a fiscal agent.
- When filling out the application, there must be detailed information and specific roles of each participating community included.

## **BUDGET DETAILS**

- This is a cost reimbursement grant.
- Budgets are limited to a maximum of \$10,000 per applicant.
- In keeping with EOPSS/HSD fiscal guidelines, refreshments and other food or beverage costs will not be allowed.

### Allowable Items

- Speaker fees at a maximum of \$450 per speaker per day
- Travel expenses
- Venue costs
- Postage
- Audio/visual and photography equipment/fees
- Printed materials

### Safety Belt Policy

- Applicants must establish and enforce a written safety belt policy for their offices which must be submitted with applications.
- Applicants without a written safety belt policy may apply for grant funding, but awards will be reduced by 50%.

### Supplanting

- Supplanting of funds is prohibited.
- Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.

### Required In-Kind Match

- Grant recipients are required to provide an in-kind (soft) match that is 25% of the grant award. To determine your minimum in-kind match, EOPSS/HSD uses the following formula:

$$\text{Award} \times .25 = \text{Minimum In-Kind Match}$$

- Grantees are required to submit a signed in-kind report with all activity and expenditure reports. Failure to submit an in-kind match report will result in delay or non-reimbursement.
- Applicants must ensure that their in-kind match is identified in a manner that guarantees its accountability during a review or an audit.
- Matching funds cannot be from federal dollars from another grant.
- Indicate planned in-kind contributions by item and dollar amount on application.
- Examples may include but are not limited to:
  - Fringe benefits and indirect costs
  - Materials, supplies, postage, project related telephone calls
  - Transportation/mileage for project meetings and associated trainings
  - Preparation of reports
  - Printing of any public information materials and incentives

### Reporting and Reimbursement

- All EOPSS/HSD reporting forms will be available to the grantee by hard copy or electronically, but must be signed and dated in blue ink. The original and one copy must be submitted to EOPSS/HSD by mail. Emailed and faxed reports will not be accepted.
- Monthly expenditure, activity, and in-kind reports must be submitted by the 15<sup>th</sup> day of each month (for the prior month's activity).
- This is a cost reimbursement grant program.
- Requests for reimbursements must be submitted in a timely manner after each month. Failure to meet reporting deadlines will result in non-reimbursement.

- No grantee may begin reimbursable grant activity until a contract has been signed by the grantee and EOPSS/HSD and the funding becomes available through MMARS. No costs incurred before the grantee receives written notification will be reimbursed. There will be no exceptions.
- During the grant period, with 48 hours notice, reviews may be conducted of grant records at the grantee's office.
- Requests for reimbursement for purchases with third parties must be supported with copies of paid invoices.
- Travel expenses may not exceed the current state employee mileage rate (currently \$0.45), plus at-cost parking, and toll expenses unless EOPSS/HSD Program Coordinator provides written authorization in advance for additional travel expenses.
- A final bill and documentation for services (and any remaining reports) rendered during the contract period must be submitted to EOPSS/HSD Program Coordinator no later than 30 days after the end of the contract period.
- This contract will be 100% funded with federal funds. If federal funding for this project is ever reduced or ended, no other funding for this contract will be available. If additional federal funds become available, funding may be added to contract during the grant period for expanded initiatives.

## **GRANT POLICIES AND PROCEDURES**

- All program activity and any purchases under this grant program must be completed by September 30, 2012.
- All curriculum and evaluation tools developed with federal funds will be provided to EOPSS/HSD for prior approval at least two weeks in advance.
- In-kind services, events, and activities must be documented.
- Non-participation or non-compliance with performance measures may result in contract suspension, termination or non-reimbursement of expenses.
- Grantees will participate in press events, trainings, and meetings as necessary. There will be mandatory grant administration trainings held within two weeks of grant announcements.
- All public communications and/or news releases concerning any grant activity shall indicate that the grant is funded by EOPSS/HSD and must be approved by EOPSS/HSD prior to release.
- All subrecipients must comply with the Federal Funding Accountability and Transparency Act as will be further instructed by EOPSS/HSD prior to contracting.

### Other Post-Award Requirements

- In accordance with civil rights laws and regulations, all subrecipients of federal funds, regardless of the type of entity or the amount of money awarded, must certify that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. In addition, subrecipients meeting certain funding and agency-specific criteria are required to develop and file an Equal Employment Opportunity Plan (EEOP). The completed "*Certification of Compliance with Regulations*" form must be submitted with the application **or prior to contracting**. Additional civil rights compliance and reporting requirements will be addressed with subrecipients upon award of the grant.

- The Anti-Lobbying Act of 18 U.S. Code § 1913 prohibits the use of Federal funds for “grassroots” campaigns that encourage third parties, members of special interest groups or the general public to contact members of Congress or of a State or local legislative or an official of any government in support of or in opposition to a legislative, policy or appropriations matter. It applies to activities both before and after the introduction of legislation.
- It is the responsibility of the sub recipient to report alleged Fraud, Waste, or Abuse including any alleged violations, serious irregularities, sensitive issues or overt or covert acts involving the use of public funds in a manner not consistent with federal statutes, related laws and regulations, appropriate guidelines or purposes of the grant. Reports should be made to the Office of the Massachusetts State Auditor, the Massachusetts Inspector General, or to the Office of the Inspector General for the U.S. Department of Justice or the U.S. Department of Transportation:

U.S. Department of Justice  
Office of the Inspector General Field Office  
1 Battery Park Plaza, 29th Floor  
New York, NY 10004  
212-824-3650  
<http://www.usdoj.gov/oig/>

U.S. Department of Transportation  
Office of the Inspector General  
1200 New Jersey Ave. S.E.  
7th Floor  
Washington, DC 20590  
Phone: 202.366.1959  
<http://www.oig.dot.gov>

Office of the Inspector General  
John W. McCormack State Office Building  
One Ashburton Place, Room 1311  
Boston, MA 02108  
800-322-1323  
[MA\\_OIG@maoig.net](mailto:MA_OIG@maoig.net)

Office of the State Auditor  
Massachusetts State House, Room 230  
Boston, MA 02133  
617-727-2075  
[Auditor@SAO.state.ma.us](mailto:Auditor@SAO.state.ma.us)

- In addition to the requirements set forth above, subrecipients will be required to agree to and abide by all state and federal rules, regulations, and conditions pertaining to the receipt, administration, and management of federal funding.

## SUBMISSION OF PROPOSALS

A qualified proposal must address all categories listed below. An original proposal (marked *Original*) along with four complete copies must be received by the HSD by 4:00 PM on Monday, February 13, 2012. Please direct proposals to:

Dan DeMille, Program Coordinator  
EOPSS/HSD  
10 Park Plaza, Suite 3720  
Boston, MA 02116

Faxed and electronic responses will **NOT** be accepted nor will proposals received after the deadline. It is suggested that applicants verify with EOPSS/HSD receipt of application prior to deadline. Please email Dan DeMille at [Daniel.DeMille@state.ma.us](mailto:Daniel.DeMille@state.ma.us) to verify receipt.

Applicants must submit (a) a cover letter containing name, title, address, contact information and (b) a proposal, not to exceed seven single-spaced pages in length, printed double-sided, which includes the following information identified by number and re-stating each as a sub-heading:

1. Brief descriptions of key personnel (attach resumes to response) and their specific project functions; a description of the applicant's organizational structure and history; a list of any sub-contractors anticipated to be associated with this contract.
2. Problem identification with data supporting the need for this type of conference in your community.
3. Description of conference sessions and speakers with an outline of what the sessions and materials will cover. Provide evidence that program selections link with data detailing community issues. Provide a project timeline in this section. Provide an attendance plan.
4. Summary of previous experience with project(s) of this type.
5. Describe any *collaboration* you have planned with others in the community on this topic.
6. Identify realistic and measurable goals.
7. Identify how the conference will be evaluated.
8. Provide a self-sufficiency plan detailing how project will continue without federal funding.
9. Detailed line-item budget that accounts for all funding.
10. Detailed in-kind budget.
11. Brief descriptions of one or two samples of relevant work done by the bidder. Note any involvement of sub-contractors. Within response please include URL addresses for these samples if available. Do not include hard copies of these samples with the response.

## **SELECTION CRITERIA**

The decision to select one or more District Attorneys' offices will be made by a Review Team and the Executive Office of Public Safety and Security and will be based on the following criteria:

- Problem identification, i.e. evidence that objectives are based upon well-defined problems, data that supports need for project (Prevention Needs Assessment Survey or other surveys, etc.)
- Program choices
- Demonstrated ability to deliver related sessions, organize speakers, attendees, etc.
- Team collaboration for the project from across the community; collaborating organizations' roles and responsibilities for the proposed program is defined
- Identification of realistic and measurable goals and objectives
- Evaluation component of proposal
- Self-sufficiency plan
- Detailed line item budget detail
- In-kind budget
- Best Value to the Commonwealth
- Strength of proposal, i.e. strength and effectiveness of proposal, understanding of project, approach to project linking identified problems with proposed strategy, clearly stated goals/objectives
- Other value added

EOPSS/HSD reserves the right to discuss any program or budget questions with applicants prior to final award approval.

Questions regarding this AGF should be directed by email only to Dan DeMille, Program Coordinator at [Daniel.DeMille@state.ma.us](mailto:Daniel.DeMille@state.ma.us).